

**Community Living Options  
Kalamazoo, Michigan**

**Training and Scheduling Facilitator**  
April 22, 2016

The Training and Scheduling Facilitator will work in conjunction with the Program Supervisors/Managers and the Human Resources coordinator to maintain staffing levels at all agency sites. Position will also work as Training Facilitator for all employees.

**Hours:** 35 – 40 hours per week

**Requirements:**

- High School Diploma or equivalent and 2 years experience in the mental health field.
- Demonstrated computer software skills and ability to apply knowledge to learn new programs.
- Ability to work effectively in a team setting.
- Ability to work with individuals of diverse backgrounds.
- Demonstrated ability to communicate in both verbal and written format.
- Valid driver's license with driving record which meets auto insurance requirements.
- Ability to lift a minimum of 25 pounds.

**Preferences:**

- Previous supervisory experience

**Starting Wage:** \$13.80 per hour + benefits

**To apply:** Please submit written letter of interest and updated resume to 626 Reed St., Kalamazoo, Michigan 49001 or email to [kburpee@communitylivingoptions.org](mailto:kburpee@communitylivingoptions.org).

**Deadline:** Friday, April 29, 2016

An Equal Opportunity Employer  
M/F/H/V